## CALFED Operations Discussion List (Reflector) Group

The CalFed Operations Discussion List (Reflector) Group has been set up and is ready to go. The following information will help you subscribe, change your assigned password, send postings (messages) to the list (reflector) group, check postings (messages) when you do not have access to your e-mail account, and unsubscribe.

To subscribe to the CALFED Operations Discussion List (Reflector) Group you need to send a mail message from *your* e-mail account with the following information:

```
The "TO" block = listserver@mplists.mp.usbr.gov
The "SUBJECT" block = subscribe calfed_operations
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You will receive a message back stating "You successfully subscribed to calfed\_operations with the e-mail address (your e-mail address). It will also assign you a password. You should remember this password (it is case sensitive). This password will allow you to go thru the Internet to access messages (posting) if you can not get to your e-mail.

Your password can be changed by doing the following:

Go to "www.mp.usbr.gov/cgi-bin/lyris.pl"

Click on the "US Department of Interior Bureau of Reclamation logo".

Click on "calfed operations"

Put in your e-mail address and password that was assigned (Note: It is case sensitive).

Click on the "Click here to enter calfed\_operations" button.

Click on "Your Settings"

Go to Password and type in what you want you password to be.

Go to re-type password and type it in again.

Then click the "SAVE" button.

Then your password has been changed.

In order to send a message (Posting to the list) you must be a subscriber first. After you subscribe you can send a message (Posting to the list) to the CALFED Operations Discussion List (Reflector) Group by sending a mail message to the following address: calfed\_operations@mplists.mp.usbr.gov

If you are away from your e-mail, you can check postings (messages) by doing the following:

Go to "www.mp.usbr.gov/cgi-bin/lyris.pl"

Click on the "US Department of Interior Bureau of Reclamation logo".

Click on "calfed operations"

Put in your e-mail address and password that was assigned (Note: It is case sensitive).

Click on the "Click here to enter calfed\_operations" button.

Click on "Read Messages"

Choose the message or criteria you want to check messages.

To unsubscribe from the CALFED Operations Discussion List (Reflector) Group you need to send a message from your e-mail account with the following information:

In the "TO" block = listserver@mplists.mp.usbr.gov

In the "SUBJECT" block = unsubscribe calfed\_operations

You will also receive a Welcome Message. <u>You should print out a hard copy of the</u> Welcome Message so you can refer to it in the future.

If you have any questions you can contact the following:

List Coordinator Server Administrator:
Stacey Smith Doug Herendeen
Central Valley Operations Office Mid-Pacific Region

(916) 979-2194 Information Resources Management Office

smsmith@mp.usbr.gov dherendeen@mp.usbr.gov